

2016

Author Registration Tutorial (PDF) - April 2017

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Author Registration Tutorial (post submission) OPUS-Governors State University

June 1, 2016



1. <http://opus.govst.edu>
2. My Account
3. Click “sign up”

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Create new account

You will need to create an account to create your request. It's fast and free.

New Email Address? Please log in and choose **Edit Profile** on your **My Account** page to update your contact information or customize your password.

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4. Complete *, also select Governors State University as Institutional Affiliation
5. Click “Sign up”

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Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Bepress neither sells nor rents contact information to third parties.

You will receive an email confirmation shortly.

Required fields are marked with an *:

Email address *

First/Given Name *

Middle Initial

Last/Family Name *

Suffix

Institutional Affiliation **Not on list? Please enter name in full.**

Password *

Re-enter Password *

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5. An email with link is sent to your email address provided.

The screenshot shows the OPUS website interface. At the top, there is a header with the Governors State University logo on the left, the text "OPUS Open Portal to University Scholarship" in the center, and a globe graphic on the right. Below the header is a navigation bar with links: HOME, ABOUT, FAQ, and MY ACCOUNT. The main content area is divided into two columns. The left column contains a "BROWSE" section with links for Collections, Disciplines, and Authors; a "SEARCH" section with a search bar, a dropdown menu set to "in this repository", and a "Search" button; and an "AUTHOR CORNER" section with links for Author FAQ and Submit Research. The right column features a "New Account" section with a paragraph explaining that account information was emailed to skrappy708@aol.com and instructions to click the link in the email. It also includes contact information for support: "Having trouble? Please email us or call us at (510)665-1200. Our support hours are from 8:30 am to 5:30 pm Pacific Time." The footer contains the Digital Commons logo (powered by bepress) and a navigation bar with links: Home, About, FAQ, My Account, and Accessibility Statement.

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New Account

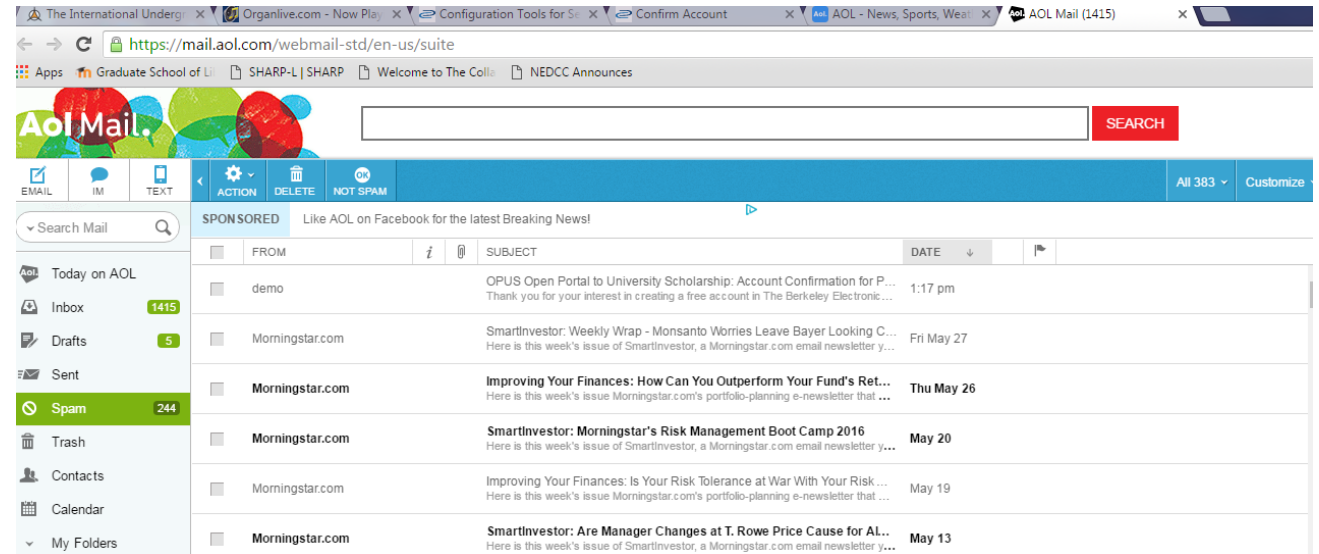
Your new account information was just emailed to skrappy708@aol.com. Click on the link in the email message to activate your account and continue with your activity. If you do not receive the email after several minutes, please check your spam or junk mail folder.

Having trouble? Please [email us](#) or call us at (510)665-1200. Our support hours are from 8:30 am to 5:30 pm Pacific Time.

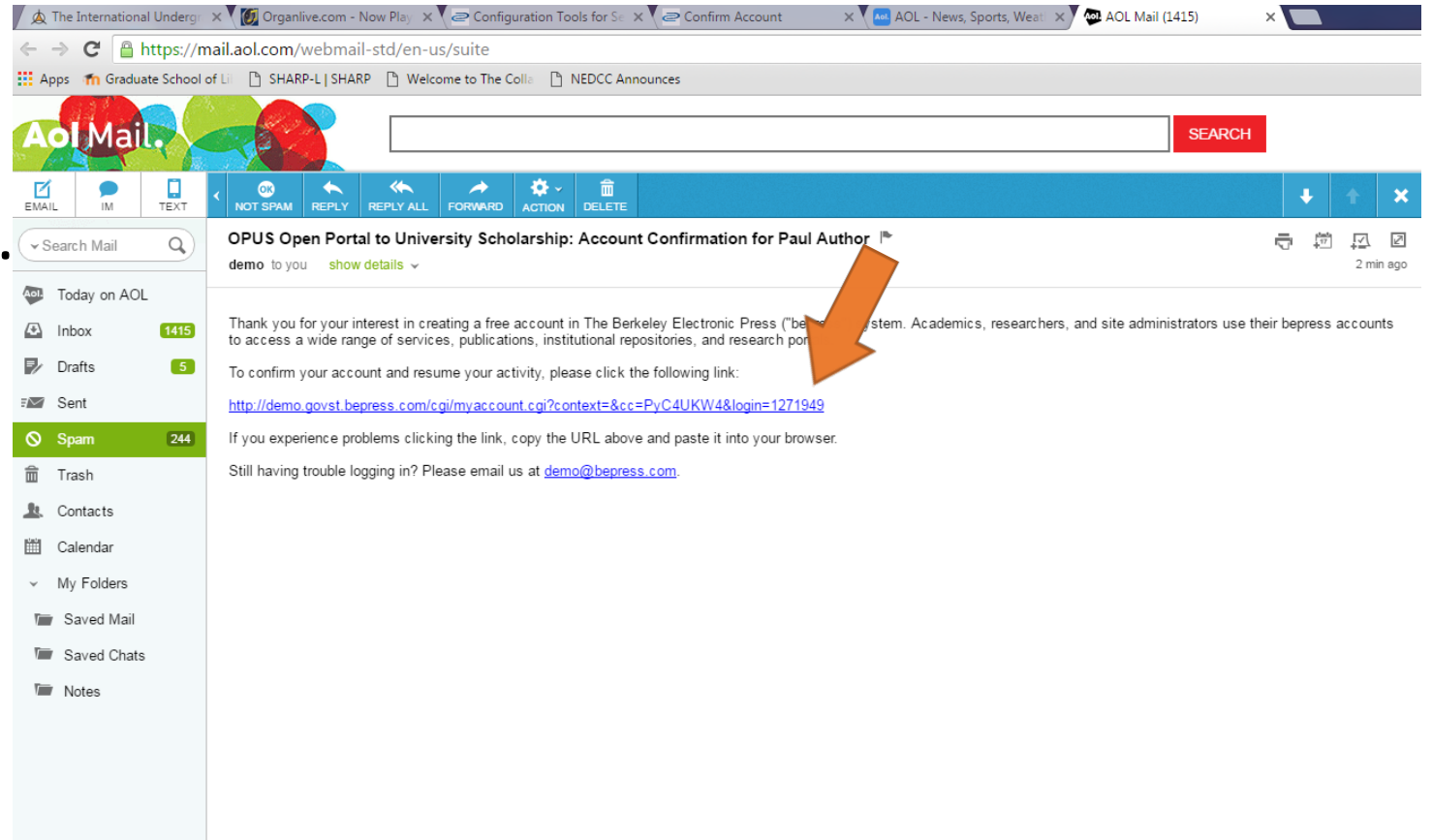
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6. Email will have sender “demo” and “Opus Open Portal to University Scholarship Account Confirmation” as subject.
7. Check SPAM and Junk Mail folders.



8. Open email message.
Click on link in email



9. Upon clicking link, My Account in OPUS will be opened.

10. Click on “Author Dashboard to access readership statistics.

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 Search
in this repository
Advanced Search
Notify me via email or [RSS](#)

AUTHOR CORNER
Author FAQ
Submit Research

My Account [Log Out](#)

PAUL AUTHOR [ACCOUNT SETTINGS](#)
<SKRAPPY708@AOL.COM>

[Edit Profile](#) Change password, affiliation, or contact information
[Research Alerts](#) Change e-mail notifications and manage e-mail preferences

DASHBOARD TOOLS
[Author Dashboard](#) View readership for your works

THE INTERNATIONAL UNDERGRADUATE JOURNAL FOR SERVICE-LEARNING, LEADERSHIP, AND SOCIAL CHANGE [ARTICLES](#)

SUBMISSIONS

Title	Status
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11. After initial registration, please logon under My Account.

12. Please view the screencast on how to view readership statistics and use SelectedWorks.
<http://screencast.com/t/P9tIBl1JzY>

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Password:
☐ Remember me Login
[Forgot your password?](#)
New Email Address? Please log in and choose **Edit Profile** on your **My Account** page to update your contact information or customize your password.

Create new account
You will need to create an account to complete your request. It's fast and free.
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